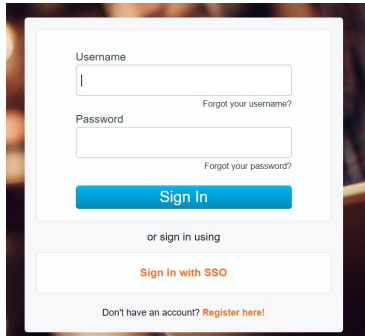


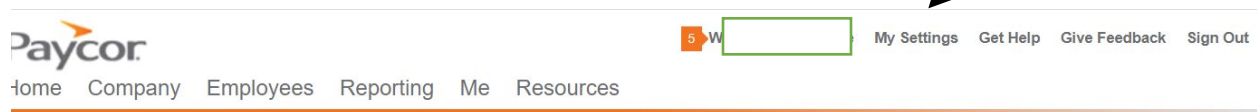
How to Use Single Sign ON (SSO) in Paycor

Opting in for SSO will disable your current Paycor username/password. Once you set it up, you will use your Dominican email address and Dominican password to access Paycor. Please contact Human Resources (hr@dom.edu) if you have any trouble with the steps below.

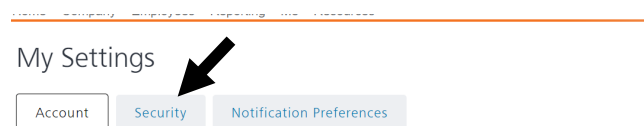
Go to www.Paycor.com and login with your Paycor username/password



Click on My Settings at the top right



Click on the Security tab



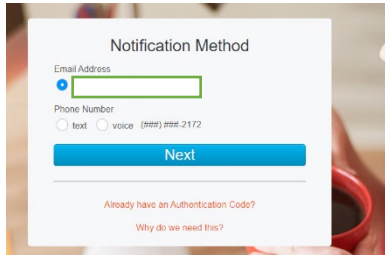
Basic Information

Under the Single Sign On settings, click on Enable

Single Sign On

You may enable Single Sign On using your company's account. **Enable**

You might be directed to your security notification settings. Select your preferred method to receive your security code (you might not see all these options).



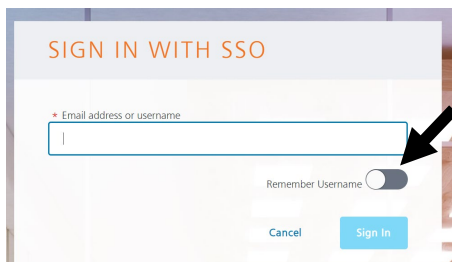
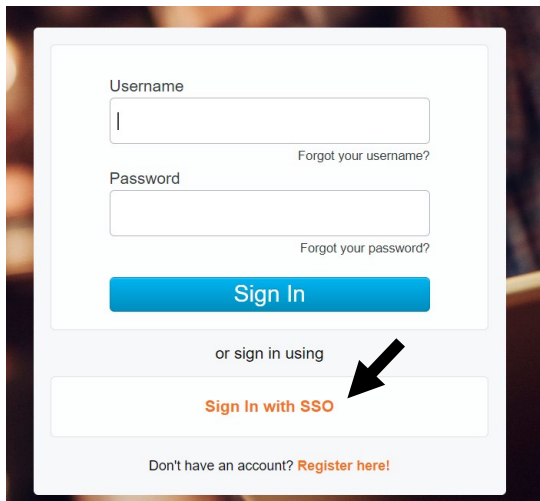
Click on Next to receive the code via the method you selected.

Go back to the browser and enter the code.

You will be redirected back to the My Settings page

You can log out of Paycor.

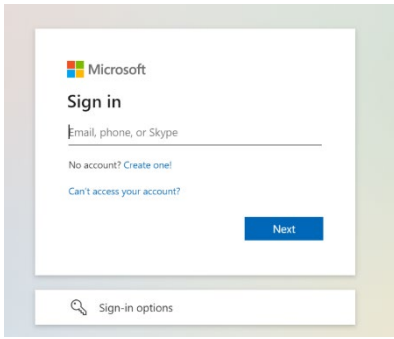
Next time you log in, click on “Sign In with SSO”



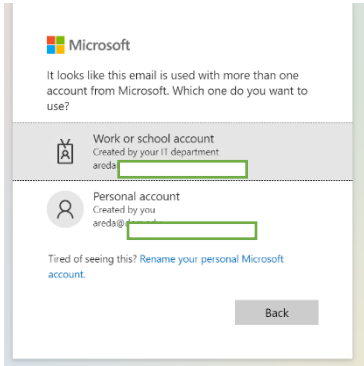
When prompted, enter your Dominican University email (including @dom.edu or @my.dom.edu). Student employees will use the current student email, not a student worker email.

Click on **Remember Username** if this is a computer you normally use.

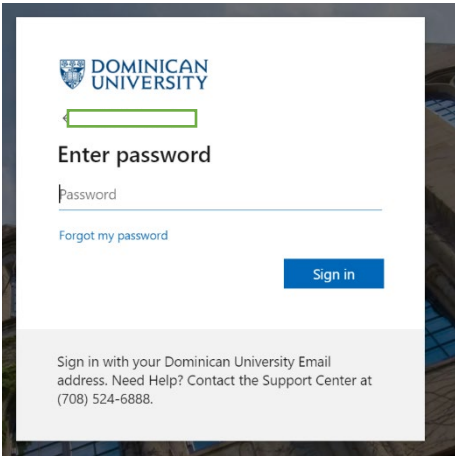
Depending on your browser settings, you may need to log onto your Dominican account on your browser. (see next page for directions)



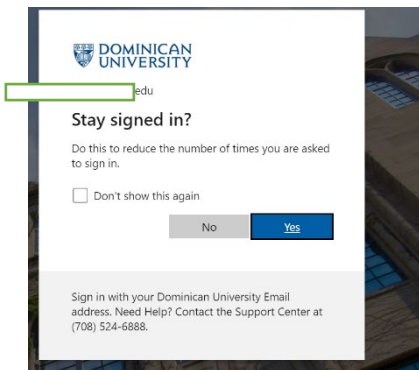
Enter your Dominican email again (including @dom.edu or @my.dom.edu)



Click on the Work or school account option



Enter your Dominican password



If you trust this computer, click on "Yes"

If not, click "No" but remember that you will need to do the above steps every time you log onto that browser.

You will be signed into Paycor.

Frequently Asked Questions

Q. What if I change the password for my Dominican email?

A. Your SSO login to Paycor will also be updated to your new Dominican password.

Q. What happens if I leave the University?

A. Your access to SSO will be disabled. You will still be able to login to your Paycor account using your original username/password for up to 13 months after termination. Make sure that your personal email is updated in your Profile Summary in Paycor so that you can request a password reset.

Q. I used a different username/password when I created my Paycor account.

A. Once you set up SSO, your account is automatically switched to your Dominican credentials when you opt in for single sign-on. You will not be able to sign onto Paycor using your original username/password until you are terminated in the system and your SSO is deactivated.

Q. I already use my Dominican email as my username in Paycor.

A. Your password will update to your Dominican University email login credentials and continue to update if/when you change your Dominican login.

Q. Who can I contact if I have login issues?

A. You can contact Human Resources (hr@dom.edu) if you have trouble setting up Single Sign On.